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F. No. 3598/DGAQA/Adm-I
भारत सरकार
Govt. of India
वैमानिक गुणता आश्वासन महानिदेशालय
Directorate General of
Aeronautical Quality Assurance,
रक्षा मंत्रालय, Ministry of Defence,
'एच' ब्लॉक, नई दिल्ली-110011
'H' Block, New Delhi – 110 011


23 Nov 2015

All DDGs

All Field Establishments/Units of DGAQA

**DRAFT POLICY ON POSTING/TRANSFER OF OFFICERS OF DEFENCE
AERONAUTICAL QUALITY ASSURANCE SERVICE (DAQAS) AND OTHER
SCIENTIFIC & TECHNICAL OFFICERS OF DGAQA**

1. Reference this HQrs letter of even number dated 05th Oct 2010 circulating posting/transfer policy in respect of DGAQA officers/staff.
2. As per the recommendations of the Committee constituted under the Chairmanship of Addl. Director General(HQ) for revision of transfer policy in respect of DGAQA officers, draft policy on the subject in respect of officers of Defence Aeronautical Quality Assurance Service (DAQAS) and other Scientific & Technical officers of DGAQA is being uploaded on the DGAQA website www.dgaeroqa.gov.in.
3. It is requested that the draft policy may be brought to the notice of all concerned officers and comments, if any, may be forwarded to this HQrs by **04th December, 2015.**


(Shekhar Prasad)
Director(HR)

Copy to :-

ADG, SSQAG, Hyderabad

PD, MSQAA, Hyderabad

CO, AQAW(A), Khamaria

N.O.O.

PPS to DG

PS to ADG(HQ)

**DRAFT TRANSFER POLICY FOR SCIENTIFIC AND TECHNICAL OFFICERS OF
DGAQA, MINISTRY OF DEFENCE**

1. The Rotational Transfer Policy (RTP) for DGAQA Scientific Officers was framed in year 2002 around the broad guidelines and instructions issued by DoP&T from time to time. Keeping in view the organisational interest, developments in the field of Aeronautical Quality Assurance and need to develop expertise, the RTP was reviewed in year 2010 and a fixed tenure up to which a DGAQA officer could remain posted at a particular station was notified.
2. Consequent to issue of above RTP for DGAQA officers, divergent opinions have continued to be received. One opinion is that rotational transfer of DGAQA officers should be considered within a particular zone. Another opinion is that transfers are necessary to avoid developing vested interests. Further, for overall growth of an officer, exposure to different challenging situations in varied conditions is also considered necessary. The officers of DGAQA, by transfer get exposure on variety of subjects from Armament, Aircraft Accessories, Missiles, Aero Engines and learn different Quality Assurance techniques. Dealing with various Defence PSUs like HAL, BEL, BDL, ECIL and DRDO also enhances their technical and administrative capabilities. RTP thus aims to harmonise these seemingly opposite objectives by allowing a fixed tenure at a particular station and also ensuring career progression.
3. In implementation of Supreme Court's Judgement dated 31.10.2013 in W.P. (Civil) No.82/2011 in the matter of Shri TSR Subramanian v/s UOI and others, DoP&T vide O.M. No.11013/10/2013-Estt.A dated 09 Jan 2014 have promulgated directions of the Cabinet Secretary for framing/ reviewing of the RTP. These directives, inter alia, include that there should be a body akin to the Central Services Board (CSB) in each Cadre to consider the posting and transfer of officers. This Committee will be a recommendatory body and final decision will rest with the Competent Authority. Further, the authority to which the matters regarding posting/transfer of DAQAS officers should be put up for disposal was also deliberated. It was decided by the Competent Authority that D(HAL) in Ministry of

Defence being the Cadre Controlling Authority shall submit such proposals for consideration of the Competent Authority as per the Allocation of Work at various levels in Ministry of Defence. While considering posting/transfer recently, Secretary(DP) had felt a need to review the existing transfer policy. Accordingly, a Committee under the Chairmanship of Addl. Director General, HQrs DGAQA was constituted. On consideration of the recommendations of said Committee, the revised transfer policy for DGAQA officers is proposed to be framed as under:-

4. Authority for Transfer. The matters regarding posting/transfer of DGAQA officers shall be submitted to the following authorities for disposal :-

(i) For posting/transfer of DAQAS officers. HQrs DGAQA will submit proposal to D(HAL) for obtaining approval of the Competent Authority as per Allocation of Work in Ministry of Defence.

(ii) For posting/transfer of Group 'B' Officers/Staff. All cases of posting/transfer of Group 'B' Officers/Staff shall be submitted to the Director General, AQA, being the Appointing Authority for these posts.

5. Committee on Posting/Transfer. In case of posting/transfer on rotational basis, the proposal to the Competent Authority shall be submitted along with recommendations of the Committee constituted for this purpose. These Committees will be recommendatory and final decision will rest with the Competent Authority. The following Committees will consider the posting/transfers of officers of DGAQA.

(i) Committee to consider posting/transfer of DAQAS officers :

Dir Gen, AQA	-	Chairman
ADG(HQ)	-	Member
Director(HR)	-	Member

(ii) Committee to consider posting/transfer of other officers :

ADG(HQ)	-	Chairman
Director(HR)	-	Member
Seniormost DAQAS officer of Director level posted at HQrs	-	Member

In addition to the above members of Committee, the Director General, AQA at his discretion, may include any other officer serving in DGAQA as a co-opted Member of the Committee.

6. Tenure in a Field Establishment/Organisation/Unit :

Grade/Organisation	Hard Stations i.e. Koraput, Korwa, Chanda, Itarsi and Bhandara	Other Stations
Director General	--	--
Head of Establishment- Dy Dir General, Regional Director, Director, Officer-in-Charge	02 years	03 years
Director (not heading any FE)	02 years	05 years
Other Group 'A' officer i.e. PScO/SSO-I/SSO-II	03 years	05 years
Group 'B' Scientific and Technical officers/staff	03 years	08 years
SSQAG	--	05 years

7. **Posting/Transfer.** The posting/transfer of DGAQA officers from one establishment to another shall be considered on any of the following grounds:-

(a) **Appointment/Initial Posting.** The initial posting on joining DGAQA as a direct recruit will be made by the Competent Authority taking into consideration the vacancy position and functional necessity. Request, if any, made by a candidate for posting to a particular choice station can be taken care of by said authority and no recommendations of transfer committee shall be required in such cases.

(b) **Promotion.**

(i) Posting on promotion will be made taking into consideration the existing vacancies and tenure of officer(s) at that station. An officer shall be posted out of the station, if he/she has served at the same station in any capacity for a period exceeding the prescribed tenure of the promotional post. However, officers who have not completed the prescribed tenure can also be considered for transferring out on promotion, in case there is no vacancy at the said station. Notwithstanding this,

at the time of promotion, an officer can be considered for posting irrespective of availability of vacancy or tenure position at that station keeping in view his professional competence, his career progression and requirements of the organisation.

(ii) Officer retiring within 02 years of attaining the age of superannuation may be exempted of RTP. In the case of promotion also efforts may be made to retain them at the same station against an existing vacancy of the promotional post. In case, no vacancy in the promotional post/grade is available at that station, the officer will have to be transferred to the station when vacancy exists.

(iii) If the officer is due for superannuation within six months, on promotion he/she will not be transferred as in such a short period one is not expected to contribute usefully/effectively at another Field Establishment. Further, such a transfer may result in delay of finalising pension papers. The officer in such cases may be retained at the same station against an available vacancy in the promotional grade. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post at another station vacant so as not to exceed the sanctioned strength in that grade. On retirement of the officer, the posts in the establishment will revert to its original level.

(iv) Refusal for promotion on account of posting will be dealt as per the existing policy / instructions issued by DoP&T from time to time. In case refusal is not accepted by the Competent Authority, the individual will be Struck of Strength (SOS) of the parent establishment / Unit by a date fixed by Head Quarters and the officer will be deemed to be absent after that day and not entitled to pay & allowances unless leave is sanctioned by the Competent Authority.

(c) **On Request from the Field Establishment**

In case, a Field Establishment proposes or recommends a posting/transfer, it will be incumbent upon the Zonal Officers and all Field Establishments including Head Quarters MSQAA/SSQAG to take cognizance of their authorizations, i.e., surplus/deficiencies within their own Establishments for adjustment against an equivalent post for which the individual is suitable and possesses the requisite

qualification. Where such adjustment is not possible due to non-availability of vacancy in the said grade, another establishment located at the same station may be considered for making such a recommendation. In case there is no vacancy the person with the longest station tenure will be considered for posting out and request can be made to DGAQA Head Office accordingly.

(d) **On Request from an Employee**

(i) Requests from employees for posting on compassionate grounds i.e. educational grounds, mid of academic year, school going children, domestic compulsions, medical contingencies, mutual basis or for purpose of study etc. may be forwarded to Head Quarters with the application as per format at **Annexure 'A'**. TA/DA/joining time is not admissible for posting/transfer made on compassionate grounds. The individual will travel at own expense and journey period will be covered by grant of earned/half pay leave, if due, or EOL where no leave is due to their credit.

(ii) The grounds for compassionate transfer will be verified and certified by the Regional Director/OIC concerned as per **Annexure 'B'**. In case transfer is sought on medical grounds in respect of self/family, the medical certificate from the prescribed Authorized Medical Authority must accompany the application. The nature of illness and reasons justifying the transfer must be brought out clearly.

(iii) A person posted on compassionate grounds will be allowed to exercise such a request only once in his full service tenure.

(e) **Posting of Husband & Wife at the same Station**

Request for posting of husband and wife at the same station is to be considered to the extent possible and within the parameters of existing rules. As 'Child Care Leave' is now available to the lady officers, the same may be kept in mind by Regional Director/Officer-in-Charge when recommending such a request.

(f) **Rotational Transfer Requirement for Wider Exposure:**

The posting/transfer of an officer should be made in such a way that every officer who is expected to retire at Junior Administrative Grade level serves at least four different tenures in three different stations during their period of service. Officers who are expected to reach Director/Deputy Director General scales during their service should serve at least five tenures in four different stations during their service period. Officers of Director level and above may be rotated based on exigencies of service. They are also expected to have handled more stations and gained wider experience.

8. **Preference for Posting**

(a) On transfer under RTP. The cut off date for calculating the length of tenure at a station will be **1st January** of the year in which rotational transfer is carried out. Accordingly, a list of officers completing the prescribed tenure under RTP by the crucial date and thereby due for transfer will be put on the DGAQA website by the Head Quarters in Oct-Nov of the preceding year giving one month time to enable officers submit their preference (maximum three) for posting to a station where they are to be transferred. The list of officers due for posting/transfer under RTP along with the preferences from concerned officers, will be considered by the Committee. The requests for choice postings by the officers posted at Hard Stations may be given preference and efforts will be made to accommodate them accordingly.

(b) In case more than one officer prefer same station for posting, the officer coming from Hard Station, if any, may be given first preference and thereafter the officer having less tenure at the station where the posting is to made, will be considered.

9. **Exemptions from transfer under RTP**

(a) Officers of all grades reaching superannuation within 02 years will be exempted from rotational transfer.

(b) Officers likely to be promoted within 01 year can be temporarily exempted from the RTP, for being transferred alongwith promotion, if they have completed the

prescribed tenure for the promotional post. Similarly, personnel may be stationed in anticipation of promotion. This may be more so at higher levels.

(c) An officer who is also '*a care giver*' of disabled child may be exempted from RTP subject to the administrative constraints. The word 'disabled' includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or Cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness and (vii) multiple disabilities (viii) Autism.

10. **Post based exemptions from RTP**

The following officers are exempted from posting/transfer on rotation basis :-

- (i) Officers posted at SSQAG, Hyderabad on selection basis.
- (ii) Group 'A' officers, other than DAQAS, having low cadre strength of one or two i.e. Assistant Director(OL), Senior Administrative Officer Grade-II etc..
- (iii) The tenure-based RTP shall not be applicable to Group 'B' officers/staff of cadres other than Scientific and Technical cadres i.e. RTP in Group 'B' is applicable only for officers holding the post of Junior Scientific Officer, Foreman, Senior Scientific Assistant, Scientific Assistant and Chargeman.
- (iv) All Group 'C' posts are exempted from RTP. The requests of Group 'C' employees for posting/transfer, if any, will be considered by the Competent Authority, on case to case basis.

11. **Retention / Relaxation of officers transferred under RTP**

After issue of transfer order under RTP, the concerned FEs shall relieve the officer being transferred as per the prescribed schedule. In normal course, no request for retention of officer for extra period shall be made. However, occasionally FEs may make such request in public interest etc. Similarly, there may be requests from FE

for transfer of an officer prior to maturity of his tenure at the station in relaxation to RTP. Such requests will be considered by the Head Quarters on case-to-case basis, considering facts and circumstances of the case i.e. public interest, serious illness of self/spouse/dependent children etc. Retention at the present station in relaxation to RTP shall need to have the prior approval of Competent Authority.

12. **Movement on Transfer**

Where transfer posting has been ordered by the competent authority, the following action will be taken by the Regional Directors/Officers-in-Charge Establishments/Units.

The individual will be intimated of the transfer order. Before effecting the movement and making the individual SOS from the Establishment, the Regional Director/Officer-in-Charge will confirm the availability of vacancy from the receiving Establishment. Once the confirmation of availability of vacancy is received the Establishment concerned will inform, the receiving Establishment the likely date of SOS of the individual. After the individual is SOS from the current Establishment and has reported and taken over charge in the receiving Establishment, the receiving Establishment will inform all concerned by sending a charge assumption report.

13. **Non Compliance of Posting/Transfer Orders**

In case an individual does not report at the new establishment/unit within the stipulated time, the same will be treated as “unauthorised absence”. The individual concerned shall be liable for disciplinary action for the charge of lack of devotion to duty and conduct unbecoming of a Govt. Servant.

14. **Relaxation**

Any relaxation of the provisions or contingencies not covered in the above mentioned policy guidelines shall be referred to the Head Quarters. The case will be considered on its merit with the approval of the Competent Authority.

Annexure 'A'**APPLICATION FOR POSTING ON COMPASSIONATE GROUNDS**

1. Name of the applicant
(in block letters)
2. Date of birth
3. Present appointment held
4. Name of the present unit
5. Location of present unit
6. Date from which serving in the present unit
7. Authority under which posted to present unit
8. Pay and grade of the present post
 - (a) Basic Pay
 - (b) Scale of Pay
9. Initial (First) appointment held
10. Name of unit where recruited
11. Date of initial appointment (recruitment)
12. Whether initially recruited through UPSC/SSC
13. Whether the individual is Scheduled Cast/Tribe/
Ex-serviceman/OBC/Handicapped
14. Name of stations where the individual is
desirous of posting
15. Reasons for transfer (in case transfer is
applied on medical grounds, medical
certificate to be attached)

16. No. and name of Stations already covered in DGAQA

Station _____

Signature of the Applicant

Date _____

Annexure 'B'

CERTIFICATE BY THE RD, AQA

Certified that the grounds on which Shri/Smt./Km _____
has applied for posting have been verified and found to be correct.

OR

Certified that I am satisfied of the genuineness of the grounds on which
Shri/Smt./Km _____ has applied for posting to the
station(s) of his/her choice.

(b) Certified that on receipt of the posting order, and after ascertaining the
availability of the vacancy from the receiving unit, Shri/Smt./Km _____
is held against the post sanctioned in the PE by the Government vide Government
letter No. _____ dated _____.

Station _____

(RD, AQA)

U:nit/Establishment

Date _____